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Organize with tags



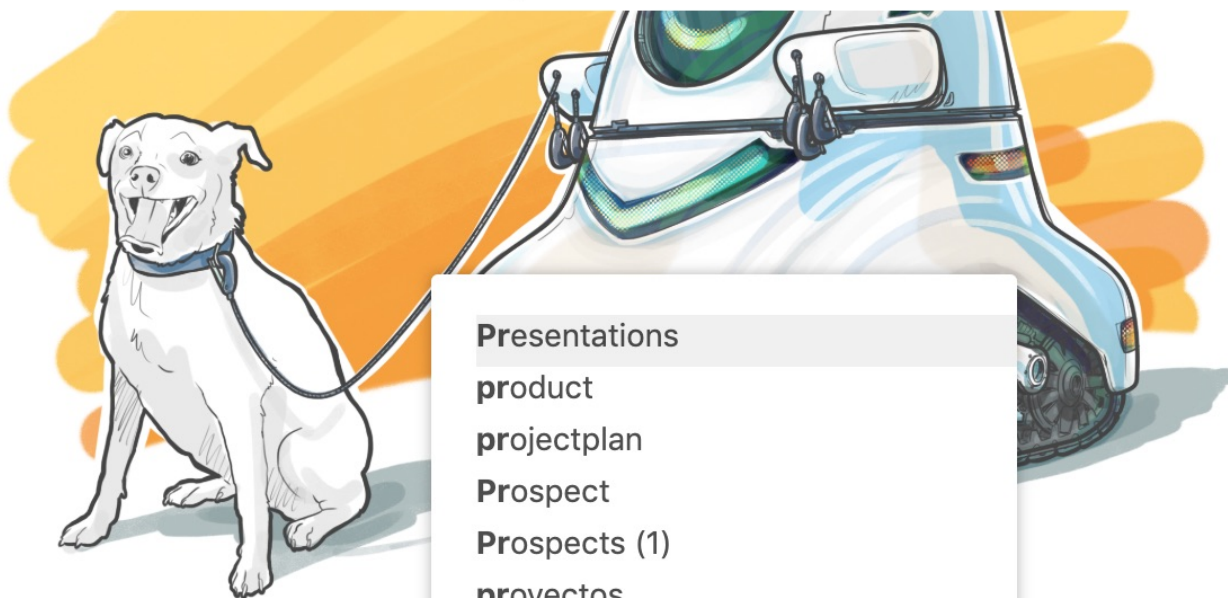
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Overview

Tags let you add keywords to notes, making them easier to find and browse when you've got a lot of them. Use tags when a note might apply to more than one category or when you want to filter results in a certain notebook by a keyword. You could use tags to associate notes with categories, memories or locations.

EXAMPLES:

- **Project management:** Add a tag to identify the project state (active, next, completed) or to the spec number or feature.
- **Task management:** Add a priority label to notes (p1, p2, p3).
- **Recruiting:** Add a tag for the location of a position or the hiring manager (nyc, tokyo).
- **Research:** Add a tag for the relevant company or project.

Note: In Evernote Business, adding tags to notes in business notebooks automatically adds them to the searchable shared tag index, available to the entire organization.

Add tags

To add tags to the note, follow the steps for your operating system below.

MAC

WINDOWS

IPHONE, IPAD, AND IPOD TOUCH

ANDROID

WEB

Tips

Explore the following tips for other ways to work with tags:

- Create shortcuts to tags for quick access to all notes with the same tag. [Learn more](#)
- Create an organizational structure or naming conventions and an organizational structure for notes, notebooks, and tags. [Learn more](#)

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